

## Temporary Licensing of Foster Homes for Kin

*In order to assure the same level of protection for all children who are placed in out-of-home care, kin foster parents are subject to licensure requirements in accordance with the same laws and regulations established for and applicable to non-kin foster homes.*

**To facilitate its goals of expediting placement of children with kin in emergent situations, CFSA has established a process for temporary licensure of foster homes for kin residing within the District of Columbia.**

When a child must be removed from the custody of a parent or caregiver, the placing social worker shall be responsible for identifying, contacting, interviewing and preliminarily screening any kin who might be willing and able to care for the child until the parent is able to resume that responsibility. Based on the information collected by the placing social worker, it is the responsibility of the Family Resource Division I (FRDI) to determine whether to grant or deny a temporary license.

1. The placing social worker shall perform a preliminary assessment of each potential applicant and the home environment as soon as the need for placement is recognized.
2. If, based on the preliminary assessment, the placing social worker determines that the potential applicant may be an appropriate temporary foster parent for the child, the placing social worker shall refer the potential applicant to the FRDI Program Manager for possible licensure. A referral is made by completing a referral packet and hand-delivering it to the FRDI Program Manager.
3. The referral packet shall consist of:
  - a. The placing social worker's Clinical Assessment Narrative;
  - b. Completed and signed foster parent application;
  - c. Results of Child Protection Register checks, made in accordance with 29 DCMR § 6008, for the applicant and all individuals 18 years of age or older residing in the home;
  - d. Results of NCIC checks for the applicant and all individuals 18 years of age or older residing in the home;
  - e. Results of criminal records checks, made in accordance with 29 DCMR § 6009, for the applicant and all persons for the applicant and all individuals 18 years of age or older residing in the home;
  - f. Completed and signed Relative's Affidavit (when applicable); and
  - g. Results of the assessment of the potential applicant's willingness and ability to provide a safe and secure environment for the child; and
  - h. Results of the safety assessment of the applicant's home.
4. The complete and approved referral packet shall be hand-delivered to FRDI Program Manager or designee for review and evaluation of the placement for appropriateness no later than 15 calendar days from initiation of the preliminary assessment process.
5. Following a review of the referral packet, and any additional information she or he deems necessary, the FRDI Program Manager shall determine whether to grant or deny the temporary license no later than two (2) business days of receipt of the complete referral.
6. CFSA may issue a temporary license to operate a foster home only if applicant meets the criteria listed under Procedure A of the *Temporary Licensing of Foster Home for Kin Policy*.
7. The temporary license shall expire 120 days from the date of issuance. During that time, the full licensing process, including foster parent training shall be completed.
8. If the decision is to deny the temporary license, the FRDI Program Manager shall notify the applicant in writing of the Agency's decision, the reason for denial, and of the right to appeal the decision within ten (10) business days of the decision. *See Fair Hearings Policy*. The FRDI Program Manager shall notify the placing social worker no later than two (2) business days of receipt of the complete referral.

Revised July 29, 2005